

25X1A9

**FILED:**  
**RETURN TO:**

RECORDS MANAGEMENT DIVISION

25X1A9

15 June 1956

Chief, Management Staff

Chief, G&N Staff (DD/I and DE/E Areas)

Work Report, Week Ending 14 June 1956.

**Accomplishments**

1. Project 5-73, CBI Reorganization.

25X1A9

A

- a. Prepared functional statements clarifying relations between the deputy Assistant Directors and operating components, eliminating overlapping responsibilities, and providing consistency between operations and DCID 3/4.
- b. Assisted in improving man-power utilization through use of clericals in work formerly done by professionals.
- c. Assisted in development of a man-year work distribution schedule by programs, increasing allocation to research and production and reducing overhead.
- d. Instituted work burden T/O, including military details and reflecting workload of established programs.
- e. Arranged for better utilization of key slots in largest division.
- f. Persuaded DD/I to organize Fundamental Sciences as a "division" rather than an "area," eliminating possibilities for over-organizing, and providing closer inter-Office consistency in organization.

2. Revision of  Organization and Functions, CIA.

25X1A9

A

- a. A current and more comprehensive statement developed, including (a) Creation and Authority, (b) Mission, (c) Functions, (d) Organization and (e) Administration.
- b. Concurrence obtained for issuance of document (except organization chart) as unclassified, permitting wider use by Agency officials in relations, legislative hearings, budget hearings, public relations, recruitment, etc.
- c. Organization chart streamlined and organizational relationships, field-headquarters relationships, and echelons were clearly depicted.

CONFIDENTIAL

**SECRET**

25X1

Approved For Release 2002/08/26 : CIA-RDP70-00211R000200150022-8

Approved For Release 2002/08/26 : CIA-RDP70-00211R000200150022-8